



# ARCHDIOCESE OF PORTLAND IN OREGON

**POSITION TITLE:** Financial Manager

**Opening Date:** October 29, 2020

**Closing Date:** Until Filled

**Location of Job:** St Francis Parish

**Location Address:** 15651 SW Oregon Street, Sherwood, OR 97140

**Position:** 32 hours per week, benefits eligible

**Primary Responsibilities:**

- Prepares monthly, quarterly and year-end financial reports for the parish
- Prepares, administers and reviews budget in collaboration with the Pastor and Principal
- Develops and implements internal financial controls and administers the cash flow management system
- Collaborates with the bookkeeper to ensure accurate filing, recordkeeping, and reporting system for all parish financial matters
- Monitors the collection, counting, recording and depositing of parish revenues
- Serves as parish contact with financial institutions and the Archdiocese
- Assists in the planning of financial stewardship and long-range planning efforts

**Required Knowledge, Skills and Abilities:**

- Ability to interpret and analyze financial information and prepare cash flow projections
- Proficiency with financial software including experience with spreadsheet, accounting and report-writing software.
- Detailed familiarity with QuickBooks preferred
- Ability to interpret and apply advanced accounting knowledge and understanding of Generally Accepted Accounting Principles
- Experience and proficiency with Fund Accounting preferred

- Demonstrated ability to understand and direct the information needs of management and provide meaningful reports and analyses
- Excellent verbal and written communication skills, including oral presentation.
- Understanding of necessary systems and procedures to support internal control and external reporting and compliance requirements
- Excellent customer service and interpersonal skills.

**Minimum Qualifications:**

- Bachelor's degree in Accounting, Finance, Economics or related field plus 4 to 6 years of applicable experience or an equivalent combination of education and relevant experience
- Practicing and faithful Catholic in full communion with the Church
- Knowledge of church organizational and operations procedures helpful.

**Physical Demands:**

While performing the duties of this job, the employee is required to stand, walk, talk, sit, hear, and use repetitive motion of the hands/wrists. Lifts and moves items up to 15 pounds.

**Please send resume and cover letter to Rev Amal Irudayaraj at email address [iamalnathan@gmail.com](mailto:iamalnathan@gmail.com) to apply.**